



**AGENDA**

**Regular Meeting  
 Tuesday, August 11, 2009 – 4:15 p.m.  
 Board Room – District Office**

AGENDA POSTED: August 7, 2009 – Personnel Commission Office Window

1.0 **CALL TO ORDER** By: \_\_\_\_\_ Time: \_\_\_\_\_

2.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson:	Speed Castillo	_____	_____
Vice-Chairperson	Audrey Cherep	_____	_____
Commissioner	Ron Costello	_____	_____
Executive Director	Victoria Wintering, Ph.D.	_____	_____

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Speed Castillo, will lead the Pledge of Allegiance to the Flag of the United States of America.

4.0 **PUBLIC COMMENTS (REQUEST TO SPEAK TO AGENDA (NON-AGENDA) ITEMS)**

This is the appropriate point in the agenda for those present to speak to any item on the agenda.

Those who wish to speak to any item of concern not on the agenda (no action will be taken at this time).

5.0 **GENERAL FUNCTIONS**

5.1 Approve the agenda as submitted or amended. **Reference** Action  
 Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_

5.2 Approve minutes of regular meeting of June 9, 2009. **Exhibit A** Action  
 Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_

5.3 Approve minutes of Special Meeting of June 16, 2009. **Exhibit B** Action  
 Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_

5.4 Communication No Action Required

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan) **Exhibit C** No Action Required

## AGENDA

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Tuesday, August 11, 2009 – 4:15 p.m.  
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### 7.0 CLASSIFICATION AND SALARY

7.1 Approve the job classification of Reprographics Supervisor, at salary range 08-M, effective August 11, 2009. **Exhibit D** Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

7.2 Abolish job classification of Director of Publications, at salary range 36-A, effective August 11, 2009. **Exhibit E** Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

### 8.0 RULES AND REGULATIONS

8.1 Approve Chapter 12 of the Personnel Commission Rules **Exhibit F** Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

8.2 Approve Chapter 13 of the Personnel Commission Rules **Exhibit G** Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

8.3 Personnel Commission Rules, Chapter 14, First Reading **Exhibit H** No Action Required

8.4 Personnel Commission Rules, Chapter 15, First Reading **Exhibit I** No Action Required

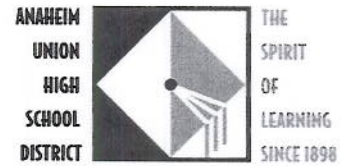
### 9.0 CLOSED SESSION

None

### 10.0 OTHER

10.1 Unfinished Business No Action Required

10.2 Commissioner's Comments No Action Required



## **AGENDA**

**Regular Meeting**  
**Tuesday, August 11, 2009 – 4:15 p.m.**  
**Board Room – District Office**

### **11.0 NEXT REGULAR MEETING**

Date: September 8, 2009  
Time: 4:15 p.m.  
Location: Board Room-District Office

**12.0 ADJOURNMENT: \_\_\_\_\_ p.m.**

## MINUTES

**Regular Meeting**  
**Tuesday, June 9, 2009 – 4:15 p.m.**  
**Board Room – District Office**

### 1.0 CALL TO ORDER

The meeting of the Personnel Commission of the Anaheim Union High School District was called to order by Chairperson Speed Castillo at 4:15 p.m.

### 2.0 ROLL CALL

Present: Speed Castillo, Chairperson, Audrey Cherep, Vice Chairperson, and Ron Costello, Commissioner, and Victoria Wintering, Executive Director.

### 3.0 PLEDGE OF ALLEGIANCE

Personnel Commission Chairperson Speed Castillo led the Pledge of Allegiance to the Flag of the United States of America.

### 4.0 PUBLIC COMMENTS

1. Carolyn Castro, Athletic Facilities Worker II at Loara High School, expressed her concern regarding eight female Athletic Facilities Workers. Her apprehension involved the current year lay-off procedures and whether there would be appropriate supervision in the girls' locker-room, should women Athletic Facility workers get laid off. Dr. Wintering replied to Ms. Castro that the union and the Board of Trustees are already in negotiations regarding the effects of lay-offs.

### 5.0 GENERAL FUNCTIONS

5.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission adopted the agenda as amended.

5.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of May 12, 2009.

5.3 Communication

5.3.1 Dr. Wintering discussed the intent to renew membership with the Cooperative Organization for the Development of Employee Selection Procedures (CODESP) beginning July 1, 2009 and ending June 30, 2010.

### 6.0 SELECTION PROCESS

6.1 List of Current Recruitments (Test Plan)

6.2 Certification/ratification of eligibility lists

6.2.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission certified eligibility list for Health Services Technician I.

## MINUTES

**Regular Meeting**  
**Tuesday, June 9, 2009 – 4:15 p.m.**  
**Board Room – District Office**

6.2.2 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the extension of the eligibility list for Maintenance Service Worker established in February 12, 2008 until June 30, 2009.

### 7.0 CLASSIFICATION AND SALARY

None

### 8.0 RULES AND REGULATIONS

8.1 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the Personnel Commission Rules Chapter 11.

8.2 Personnel Commission Rules, Chapter 12, First Reading.

8.3 Personnel Commission Rules, Chapter 13, First Reading.

### 9.0 CLOSED SESSION

9.1 Adjourn to Closed Session

Public Employee Discipline/Dismissal/Release (Government Code 54957)

Appeal Decision on:

Case # HR-2008-09-04

Adjourned to Closed Session at 4:33 p.m.

Reconvened to Regular Meeting at 4:48 p.m.

On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission sustained the recommendation made by Paul E. Crost, hearing officer, to uphold the action of the District regarding case # HR-2008-09-04.

### 10.0 OTHER

10.1 Unfinished Business

10.2 Commissioner's Comments

### 11.0 NEXT REGULAR MEETING

Per the discussion held by the Personnel Commission, a Special Meeting will be held on June 16, 2009 at 10:30 a.m.

## **MINUTES**

**Regular Meeting**  
**Tuesday, June 9, 2009 – 4:15 p.m.**  
**Board Room – District Office**

### **12.0 ADJOURNMENT**

The Personnel Commission adjourned the meeting at 4:54 p.m.

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Speed Castillo, Chairperson

## MINUTES

**Special Meeting**  
**Tuesday, June 16, 2009 – 10:30 a.m.**  
**Board Room – District Office**

### 1.0 CALL TO ORDER

The meeting of the Personnel Commission of the Anaheim Union High School District was called to order by Chairperson Speed Castillo at 10:37 a.m.

### 2.0 ROLL CALL

Present: Speed Castillo, Chairperson, Audrey Cherep, Vice Chairperson, and Victoria Wintering, Executive Director.

### 3.0 PLEDGE OF ALLEGIANCE

Personnel Commission Chairperson Speed Castillo led the Pledge of Allegiance to the Flag of the United States of America.

### 4.0 PUBLIC COMMENTS

None

### 5.0 GENERAL FUNCTIONS

5.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission adopted the agenda as amended.

### 6.0 CLOSED SESSION

#### 6.1 Adjourn to Closed Session

Public Employee Discipline/Dismissal/Release (Government Code 54957)

Appeal Decision on:

Case # HR-2008-09-01

Adjourned to Closed Session at 10:40 a.m.

Reconvened to Regular Meeting at 10:57 a.m.

On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission sustained the recommendation made by Paul E. Crost, hearing officer, to uphold the action of the District regarding case # HR-2008-09-01.

## MINUTES

Special Meeting  
Tuesday, June 16, 2009 – 10:30 a.m.  
Board Room – District Office

### 7.0 NEXT REGULAR MEETING

Per the discussion held by the Personnel Commission, the regular meeting scheduled for Tuesday, July 14, 2009 will not take place.

The next regular meeting will take place:

Date: August 11, 2009  
Time: 4:15 p.m.  
Location: Board Room-District Office

### 8.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 11:00 a.m.

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Speed Castillo, Chairperson



TEST PLAN

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Competition	NCLB Test	Written Test	Oral/Perf Test	Bilingual Certification	List Established	Bus. Days from Closing	Recruiter
Operations Supervisor Secretary Bilingual Spanish	7/17/2009	7/27/2009 8/19/2009	8/14/2009 9/9/2009	15 15	Open Pro	None None						SD CI

## **REPROGRAPHICS SUPERVISOR**

### **DEFINITION:**

Under the direction of the Director of Purchasing, supervises, plans, organizes and participates in the operation of the District reprographics department; assures reprographic schedules meet site needs and distribution timelines; trains and supervises the performance of assigned staff; and performs other related work as required.

### **ESSENTIAL DUTIES:**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

Plan, organize, supervise and participate in the operations and activities of the District's reprographics department; assure smooth and cost efficient shop operations and the timely completion and delivery of reprographic jobs; receive, schedule and prioritize work request orders; determine printing requirements; communicate with school and District staff regarding reprographic needs, job instructions and completion time lines; communicate with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues and exchange information; consult with and assist customers in the planning of reprographic jobs; estimate cost of individual work orders and determine printing requirements; authorize the purchase of supplies and payment of invoices in accordance with established procedures.

Maintain current knowledge of digital reprographic and printing technologies equipment, service offerings and processes; remain current and monitor compliance with respect to copyright laws, postal regulations and rates; provide recommendations concerning the purchase of new reprographic equipment and supplies; evaluate and make recommendations regarding vendor proposals leases and service contracts; participate in the formulation and development of reprographics policies and procedures.

Maintain a variety of records and files pertaining to the reprographic department; complete work request forms; train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers reassignment, termination and disciplinary actions; operate a variety of bindery equipment such as a collator, power paper cutter and other related equipment; collate, assemble, hole punch, bind, staple and package reproduced materials; cut and finish printing project.

### **DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES**

A Reprographics Supervisor plans, organizes, supervises and participates in the daily operations and activities of the District's reprographics department. Directly supervise staff involved in the operation of high speed copiers and related reprographic equipment to produce a wide variety of printed materials such as forms, letters, bulletins, envelopes, business cards, agendas and booklets.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Graduation from high school or equivalent; supplemented by technical school or apprenticeship training in reprographics.

#### **Experience:**

Four years of experience in high speed digital printing environment, operating offset printing machines and other related reprographic equipment. One year of experience in a lead or supervisory capacity.

#### **Special:**

Possession of a valid California Class C Driver license.  
Evidence of adequate insurance for a motor vehicle which meets or exceeds the California legal liability insurance requirement and continue to maintain insurability.  
Use of an automobile.

**EMPLOYMENT STANDARDS**

Knowledge of:

- Operation and maintenance of reprographic machines and related equipment.
- Principles, methods, and techniques of printing digital formats and graphic arts.
- Principles and methods of record keeping and budget preparation and control relative to reprographics operations.
- Principles, processes and equipment used in reprographics and high speed digital copying.
- Operation of a variety of office equipment including a computer and assigned software.
- Principles and practices of effective supervision and training.
- Digital reprographic and printing technologies.
- State and Federal copyright laws.
- Inks, chemicals and paper stocks used in reprographics.
- Safety hazards common to a print shop and safe working techniques.
- Inventory methods and practices.
- Interpersonal skills using, tact, patience and courtesy.
- Calculate solutions to basic mathematical problems.

Ability to:

- Plan, organize, supervise and participate in the operations and activities of the District's centralized reprographics division.
- Operate and maintain a high-speed digital copier and related bindery and finishing equipment.
- Train and supervise assigned staff.
- Produce quality print jobs according to established production standards.
- Assist customers with planning jobs.
- Adjust and perform routine maintenance to copiers and reprographic equipment.
- Operate a variety of office equipment including a computer and assigned software.
- Work independently with little direction.
- Understand and resolve issues, complaints or problems.
- Prioritize tasks with respect to importance and deadlines.
- Adjust priorities and adapt well to changes in assignment and priorities.
- Complete work with many interruptions.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.
- Perform mathematical calculations.
- Show interest in and understanding of the needs, expectations, and circumstances of internal and external customers.
- Establish rapport and maintain positive working relationships.
- Speak clearly and communicate effectively on a one-to-one basis for the purpose of obtaining information.
- Approach problems or opportunities using resourceful and imaginative techniques.

**PHYSICAL DEMANDS**

Employees in this classification stand, walk, lift and carry up to 50 lbs., use fingers, wrists or hands repetitively, drive a vehicle, have direct contact with the public, students and District staff, use both hands simultaneously, speak clearly, hear normal voice conversation, see small details, have color vision and ability to distinguish shades; use a computer and a telephone.

**WORK ENVIRONMENT**

Employees in this classification, work inside, have direct contact with other District staff, students and administration, loud noises, work independently; in situations requiring a high degree of tact and diplomacy; with a high volume of work and stringent deadlines, with continuously changing priorities and intermittent diversions.

Salary Range: M-08

**CLASS TITLE: DIRECTOR OF PUBLICATIONS****BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Business, manage, direct and coordinate the operations of the printing and duplicating areas of the Graphic Arts Department; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

Plan, organize, schedule and direct the operations and activities of the Graphic Arts Department; confer with administrators, school site staff and other departments to determine the printing needs of the District, quality of reproduction required, layout of materials and cost estimates. *E*

Train and evaluate the performance of assigned staff; interview and select employees; implement or recommend transfers, reassignment, termination and disciplinary actions; work with employees to correct deficiencies. *E*

Confer with the Warehouse regarding maintaining adequate inventory of standard District forms. *E*

Manage equipment, labor and materials to maintain cost effective operations; prepare budgets, calculate costs and maintain records of printing projects and transactions; prepare monthly billing statements. *E*

Schedule and prioritize printing, graphic arts, typesetting and related publication department production and outline related details; plan and direct work produced on photocopy, desk top publishing, camera, platemaking, printing and bindery equipment. *E*

Operate a computer, assigned software and peripheral equipment. *E*

Make recommendations on copy, layout and design of materials to be used in the preparation of camera ready art, paper and inks. *E*

Monitor printed materials for quality, quantity and turn around time to assure customer satisfaction. *E*

Process printing jobs; determine method of production and whether to produce at the District or send to a commercial print shop; prepare information and obtain price quotes from commercial firms. *E*

Confer with other departments and administrators regarding providing services directly to desk top publishing system from on-site computer equipment. *E*

***E* Essential Job Functions**

**Approved 2/21/01**

**BOT Approved: 12/13/01**

Coordinate graphic arts services with administration and sites to assure reproduction needs are met. *E*

Maintain contact with outside sales representatives to obtain information regarding sources of supply. *E*

Order paper and supplies necessary for plant operation. *E*

Appraise operation of equipment; determine proper maintenance and repair and the correction of minor mechanical failures. *E*

Attend a variety of meetings related to assigned activities.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Proper methods, materials and equipment used in the printing trade.

Desk top publishing systems and programs.

Budget preparation and control.

Qualities and capabilities of various inks, papers, chemicals and equipment used in printing.

District mainframe computer capabilities for e-mail, order placement and downloading to desk top publishing system.

Principles and practices of supervision and training.

Layout, paste-up, process photograph, plate making and other graphic and production techniques used to prepare materials for press.

General principles of printing plant administration including charge-back accounting, scheduling methods, estimating and plant printing operations.

Health and safety regulations.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Organize, direct and schedule graphic arts and publication operations and activities.

Operate a wide variety of designated printing equipment.

Operate a computer and assigned software.

Make minor repairs and equipment adjustments.

Prepare and administer a budget.

Train, supervise and evaluate assigned staff.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records.

Observe health and safety regulations.

Meet schedules and time lines.

Plan and organize work.

Complete work with many interruptions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by successful completion of an approved apprenticeship program and five years of increasingly responsible experience in printing operations including two years of experience in a supervisory or lead capacity.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

Noise and fumes from equipment operation.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and designated equipment.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Seeing to read a variety of materials and repair machines.

Bending at the waist, kneeling or crouching to inspect equipment.

Lifting, carrying, pushing and pulling moderately heavy equipment.

Reaching overhead, above the shoulders and horizontally to reach supplies.

**HAZARDS:**

Working around or with machinery having moving parts.

Chemicals used in the printing process.

**EMPLOYEE PERSONNEL FILES****12.1 Personnel Files****12.1.1 Maintenance of File**

**The District Human Resources department shall maintain an official employee personnel file for each employee.**

Reference: Education Code 44031

**12.1.2 Inspection of Personnel File by Employee**

**An employee shall have the right to inspect their personnel file upon request. Such inspection shall take place during regular business hours at a time when the employee is not working or the employee may be released by their supervisor for this purpose. An employee shall have access to all materials that may affect their employment status in the personnel file, except that such materials subject to inspection shall not include confidential ratings, reports or records which were:**

- Obtained prior to the person's employment.**
- Prepared by identifiable examination committee members.**
- Obtained in connection with a promotional examination.**

Reference: Education Code 44031  
Government Code 6254

**12.1.3 Inspection of Personnel File By Others**

**The employee personnel file shall be available for inspection by authorized Human Resources staff and the immediate supervisor of the employee. An employee may authorize inspection of the personnel file by another person if written permission is provided.**

**12.1.4 Personnel File Log**

**Human Resources shall maintain a log indicating the persons who have examined a personnel file as well as the date such examinations were made. Such log shall be made available to the employee or the employee's representative (with written permission). Human Resources employees who need access to personnel files in the normal course of their duties shall not be required to log the use of files.**

**12.1.5 Derogatory Information**

**Information of a derogatory nature shall not be entered or filed unless and until the employee is given notice and an opportunity to review and comment thereon. Such review shall take place during normal business hours and without loss of pay to the employee. The affected employee shall be furnished with a copy of the proposed material ten (10) working days prior to it being placed in the personnel file. An employee shall have the right to enter, and have attached to any derogatory material, their own statements. (Refer for specific days Bargaining Unit Contract)**

#### **12.1.6 Signature/Date Required**

**Any person who places derogatory written material or drafts written material for placement in an employee personnel file shall sign the material and identify the date the material was prepared. Any written material placed in a personnel file shall indicate the date placed in the file.**

#### **12.1.7 Appeal of Placement of Material in File**

**An employee may appeal the placement of derogatory material in the personnel file through the Commission's appeal procedure. The time line for appeal shall be within the ten (10) working day inspection period prescribed by this Rule or within ten (10) working days of when the employee found out the derogatory material was in the file. The only cause for appeal shall be a claim that a Rule of the Commission has been violated.**

#### **12.1.8 Removal Of Derogatory Material**

**If the Commission sustains an appeal, the Commission shall recommend to the District that the derogatory material be removed from the employee's personnel file. At the point that the appeal is not sustained by the Commission or the time period for filing an appeal related to derogatory information has passed without the filing of an appeal, the derogatory material shall be considered a classified permanent record, and shall not be removed.**



## RULE 13

## PERFORMANCE EVALUATION (6-3)

**13.1 General Policy****13.1.1 Policy Statement**

**The employee performance evaluation report serves as an important tool for both supervisors and employees to ensure efficient work performance. Performance evaluations are designed and intended to provide an objective determination of employee skills, ability performance and work behavior.**

**13.1.2 Administration of Performance Evaluation System**

**Human Resources, shall administer a performance evaluation for classified employees. Human Resources shall be responsible for ensuring that evaluations are properly completed, submitted and place in employee personnel files.**

**13.1.3 When Evaluations Are to be Made (6-3-1)**

All regular classified employees shall be evaluated by their immediate supervisor in accordance with the following schedule:

- A. Probationary employees **shall be evaluated at least by** the end of the third and fifth months of service. **Employees with a one (1) year probationary period shall be evaluated at least by** ~~In administrative and executive classes the end of the fourth, eighth and eleventh months of service.~~
- B. Permanent employees **shall be evaluated** at least every other year; no later than May 15.
- C. **Special evaluations may be given** and at any time during the year if deemed necessary by the immediate the supervisor. **A special evaluation for unsatisfactory performance shall be made not later than thirty (30) calendar days after the immediate supervisor becomes aware that the unsatisfactory performance has taken place.** ~~at any time feels that an evaluation would benefit the work performance of an employee~~  
Employees who are transferred will be evaluated at the end of the third and fifth months of service in their new assignment.

**13.1.4 Evaluation Rater Procedure to be Followed (6-3-2)**

Employees **are to be evaluated** which shall prepared by the ~~their~~ immediate supervisor if possible. **The immediate supervisor is an employee in a higher classification, designated as supervisory or management who assigns, checks and supervises the majority of the employee's work.**

- A. **Evaluations** ~~The~~ shall be shared in a meeting between the employee and immediate supervisor. **The inability or refusal of an employee to attend a meeting on reasonable notice shall not invalidate the performance evaluation.** ~~present the performance evaluation report to the employee and shall discuss it with him/her. The evaluation form shall be signed by the employee to indicate receipt, and he/she shall be given a signed copy~~

- B. Only designated supervisory or management employees may rate and sign the evaluation form. The supervisor may receive input from employees having a lead function over the employee to be evaluated.

#### **13.1.5 Evaluation Forms**

Performance evaluations reports shall be made on forms prescribed ~~by the commission~~ **adopted** by the **District and Unions**.

#### **13.1.6 Evaluation Meeting**

In presenting the performance evaluation form, the supervisor shall hold a meeting with the employee to discuss performance issues. Performance evaluation meetings shall be held during the employee's normal work time and without loss of pay. The meeting shall be scheduled by the supervisor to allow adequate time for a discussion with and by the employee.

#### **13.1.7 Documentation**

Evaluations which contain ratings of outstanding or unsatisfactory regarding the employee's performance shall include substantiating comments or documentary evidence. ~~The form shall be reviewed by the next higher supervisor and, if requires improvement or not satisfactory is indicated, by the department head~~

#### **13.1.8 Recommendations for Improvement**

Evaluations of unsatisfactory shall include specific recommendations for improvement. Unsatisfactory evaluations shall include a written improvement plan. The written improvement plan shall include specific comments or documentary evidence of the unsatisfactory performance or behavior. The improvement plan shall provide written guidance to assist the employee in correcting any deficiencies and improving performance. The improvement plan shall also include steps the supervisor will take to assist the employee with the improvement plan.

#### **13.1.9 Signature on Form**

The completed evaluation form shall be signed by the evaluator and the employee being evaluated. The employee signature indicates that the evaluation has been seen, discussed with the employee and a copy has been received.

The employee signature shall not be construed to mean that the employee necessarily agrees with the content of the evaluation.

#### **13.1.10 Distribution of Evaluation**

The completed performance evaluation reports shall be distributed as follows:

- A. The original shall be sent to Human Resources, for filed inclusion in the employee personnel records file. ~~and shall be available for review in connection with promotional examinations and disciplinary actions~~
- B. The second copy shall be given to the employee being evaluated.
- C. The third copy is retained by the evaluator.

**13.1.11 The employee shall have ten (10) working days from the date of the evaluation meeting to submit to Human Services written comments and/or documentary evidence to refute or rebut any rating or comment in the evaluation. Employee submissions shall be attached to the evaluation form prior to placement in the employee's personnel file. A copy of the attachment shall then be forwarded to the evaluator. (Bargaining Units refer to contract specific language)**

**13.1.12 Appeals Process(6.3.3)**

**An employee may use the Any grievance appeal procedure in these Rules only on the grounds that the evaluation under this section shall be limited to a claim above procedures have been not been followed violated in the preparation or completion of the performance evaluation form.**

VACATION

14.1 Vacation (60.400.1)

14.1.1 **Vacation/Confidential and Management Employees.**

Classified confidential and management personnel, will earn vacation in each fiscal year computed as follows:

12 month work year	<del>22</del> <b>23</b> days
11 month work year	<del>21</del> <b>22</b> days
10 month work year	<del>20</del> <b>21</b> days
9 month work year	<del>19</del> <b>20</b> days

Confidential and management employees working less than 12 months will have their additional vacation days added to their base vacation amount on a prorated basis. Upon employment, classified confidential and management employees will earn vacation for that fiscal year on a prorated basis.

14.1.2 **Vacation Carry-Over**

Classified confidential and management personnel may accumulate vacation credit to a total 29 days from previous years ~~not to exceed that which the employee could earn in 15 months.~~ **Vacation to be carried-over in excess of the vacation entitlement requires approval of the Superintendent or designee.** ~~except that~~ When a confidential or management employee is not permitted to take their full annual vacation, the amount not taken shall accumulate for use in the next year or be paid for, in cash, a the option of the Superintendent **or designee.**

14.1.3 **Vacation Scheduling**

Vacation shall be taken only at times as scheduled and approved by the supervisor.

14.1.4 **Vacation upon Termination of Employment**

Classified confidential and management personnel who resign, retire or are terminated and have taken vacation not yet earned, will have a prorated amount deducted from their final paycheck. On separation from service, the confidential and management employee shall be entitled to lump sum compensation for all earned and unused vacation at the rate of pay applicable to their last regular assignment. ~~except that employees who have not completed six (6) months of employment in regular or restricted status shall not be entitled to such compensation.~~

14.1.5 **Interruption of Vacation**

A vacation, once having commenced, shall be terminated only by the employee returning to work, being laid off, being terminated from employment, hospitalization of the employee, or death of a member of the immediate family. Members of the immediate family **are defined in these Rules.** ~~as used by this policy, means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister of the employee, or any relative lining in the immediate household of the employee.~~

#### 14.1.6 **Vacation Scheduling for Probationary Employees**

Probationary employees may take vacation as approved by their supervisor. **During the probation period, vacation may only be taken after days have been earned unless approved by supervisor.** ~~Said vacation shall not become a vested right nor may it be utilized until completion of the initial six (6) months of employment. Upon successful completion of the six (6) months initial probationary period,~~ Confidential and management employees shall accumulate vacation from their date of hire at the regular rate of pay earned at the time the vacation is commended.

#### 14.1.7 **Earned Vacation**

Every confidential and management employee shall earn vacation at the prescribed rate. Confidential and management employees who are on leave to serve in limited term assignments during periods when they are not regularly assigned, shall earn vacation during such limited term assignments. Vacation shall also be earned during any paid leave of absence.

~~Confidential and management employees whose work year is less than 12 months shall use earned vacation during the fiscal year in which such vacation is earned.~~

Reference: Education Code 45190, 45197

## RULE 15

## HOLIDAYS

## 15.1 Holidays Pay-(70.300)

**15.1.1 Holidays for Classified Employees**

**Regular classified employees shall be entitled to paid holidays which occur during their assigned work year, subject to the eligibility provisions of this Rule.**

**Authorized holidays are:**

**Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day  
Day Before or After Christmas Day  
New Year's Day  
Day Before or After New Year's Day  
Martin Luther King, Jr. Day  
Lincoln Day  
Washington Day  
Friday of Spring Break  
Memorial Day**

**15.1.2 President/Governor Declared Holidays**

**In addition to the holidays listed in this Rule, regular classified employees shall be entitled to a paid holiday for any day approved by the President of the United States or the Governor of the State of California as a public fast, thanksgiving or holiday.**

**15.1.3 Holiday Pay**

**Any day defined as a holiday by these Rules shall be paid at the regular rate of pay the employee would have received had the employee worked that day.**

**15.1.4 Pay for Working on a Holiday**

**Regular classified employees required to work on a holiday shall be paid their regular pay for the holiday, plus one and one-half times their regular rate of pay for all hours worked on the holiday. Compensatory time off may be earned at the same rate.**

**15.1.5 Eligibility (70.300.1)**

**All regular classified employees shall will be entitled to paid payment for Board authorized holidays under this Rule,, provided that they were in a paid status during any portion of their scheduled work day either immediately preceding or succeeding the holiday. A regular classified employee who is are not normally assigned to work duty during student recess periods within the regular school term the school holidays which include December 25 and January 1 shall be paid for any holiday that falls within the recess, these two holidays, provided that they were in a paid status**

during any portion of their **scheduled** working day **either** of their normal assignment immediately preceding or succeeding the **recess** holiday period.

#### **15.1.6 Weekend Holidays**

When a holiday falls on Saturday, the **holiday shall** ~~preceding Friday will~~ be observed **on the preceding work day**. When a holiday falls on Sunday, the **holiday shall** ~~following Monday will~~ be observed **on the succeeding work day**..

Reference: Education Code 45203